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Transportation

CUSTOMS--PACIFIC



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This instruction implements AFR 24-4, *Customs and Border Clearance*. It explains how to operate and manage the military customs program within the Pacific Air Forces (PACAF). This instruction applies to all Air Force personnel assigned to or traveling across the PACAF area of responsibility. It outlines exit requirements to prevent the movement of illicit drugs, foreign agricultural pests, and contraband from the United States (US) Pacific Command (PACOM) to the US via the Defense Transportation System (DTS). It does not apply to units assigned to bases in Alaska and Hawaii, nor to units of the Air National Guard or US Air Force Reserve, unless they are deployed to foreign countries in the USPACOM.

SUMMARY OF REVISIONS

This is the first publication of AFI 24-402. It aligns the instruction with AFR 24-4, and AFIs 24-401, 403, 404, and 405.

Chapter 1

PACAF MILITARY CUSTOMS PROGRAM

1.1. Authority. The Department of Defense (DoD) assists the Federal Inspection Service (FIS) by identifying and preclearing DoD passengers, cargo, personal property, and privately-owned vehicles.

1.1.1. DoD 5030.49-R, *Customs Inspection*, May 1977 with change 1, establishes the basis for the Military Customs Program.

1.1.2. USCINCPACINST 5840.3E, *Military Customs Inspection Within the PACOM*, 31 January 1989, provides program management guidance for customs inspections within the PACOM.

1.2. Background. The Military Customs Inspection Program (MCIP) assists the DoD and other US federal agencies stop the movement of drugs, contraband, and prohibited agricultural products, and helps to expedite the entry of DoD personnel and materiel into the United States.

1.2.1. The US Government has certain responsibilities to other nations where the United States stations its military forces. US forces comply with host nation customs, immigrations, and agricultural quarantine laws.

1.2.2. The status-of-forces agreements (SOFA) or other nation-to-nation agreements specify the extent to which the host nation laws apply to US forces.

1.2.3. In some instances the US Government conducts host nation arrival inspections. MCI may conduct these inspections, due to their training and locations at ports of embarkation.

1.3. Program Goals. The goal of the Military Customs Program is to prevent the flow and entry of prohibited articles, controlled substances and other contraband into the Customs Territory of the United States (CTUS), or into other nations, through DoD channels. The Military Customs Program:

- Minimizes delays and inconvenience to DoD travelers, family members, crew, cargo, personal property, and military aircraft when they are processing through US ports of entry.
- Protects the US agricultural community by preventing pests and not approved agricultural products from entering the US.
- Identifies family members who are entering the US for the first time and assists the US Immigration and Naturalization Service (INS) process these travelers at the port of entry.
- Ensures that firearms entering the US meet all clearance and documentation requirements.
- Ensures that privately owned vehicles entering the CTUS meet United States Department of Transportation and Environmental Protection Agency requirements.
- Ensures that the US upholds SOFA and other nation-to-nation agreements concerning border clearance, controlled substances, and contraband control.
- Ensures that CTUS-bound passengers, crew, and their baggage undergo appropriate predeparture inspections.

Chapter 2

RESPONSIBILITIES

2.1. Chief, Transportation Division, Headquarters Pacific Air Forces (HQ PACAF/LGT):

- 2.1.1. Serves at the focal point for all matters concerning the customs, border clearance, and anti-smuggling programs at Air Force installations within PACAF.
- 2.1.2. Maintains liaison with the US Pacific Command (USPACOM) Military Customs Staff Coordinator.

2.2. Base Chief of Transportation. Oversees the customs, border clearance, and anti-smuggling programs on the installation.

2.3. Traffic Management Officer (TMO). The base traffic management officer performs the additional duty of customs program manager. In the program manager role, the incumbent organizes, controls, and monitors the entire base customs program. ***Note: The MCIP does not require that installations formally appoint and delegate authority to these officers.*** The TMO:

- 2.3.1. Receives risk assessment listings from base personnel offices and from other base program participants.
- 2.3.2. Ensures that each functional manager complies with the requirements of DoD 5030. 49-R, USCINCPACINST, and this instruction.
- 2.3.3. Ensures that MCIs are fully trained and qualified to perform customs inspections.
- 2.3.4. Keeps the chief of transportation informed on problems and progress of the customs, border clearance, and anti-smuggling programs.
- 2.3.5. Prescribes and receives data from functional managers that may help in the overall program operation.
- 2.3.6. Establishes standards and procedures for inspecting and examining personal property shipments, US Air Force aircraft, and cargo in accordance with DoD 5030.49-R and this instruction.
- 2.3.7. Provides guidance to members on shipping personal property and specific customs related requirements.
- 2.3.8. Identifies to the security police those functional areas that require military narcotic-detection dog inspections. (See paragraph 2.5.)
- 2.3.9. Notifies MCIs of the pending departure of high risk personnel identified in personnel listings received from the Security Police. ***Note: Take strict measures to protect the confidentiality of the listings, which are "for official use only."***
- 2.3.10. Consults with the local staff judge advocate (SJA) to ensure that military customs personnel use and safeguard the listings in compliance with the military rules of evidence in search and inspection. TMOs must meet with SJAs each quarter to keep up with any changes in the law.

2.3.11. Coordinates policies, procedures, and requirements with the sub-unified commander Military Customs staff coordinator and USCINCPAC representative to ensure that the program remains effective.

2.3.12. Compiles data from participating units for inclusion in USPACOM and other properly licensed reports.

2.3.13. Submits data for the Traffic Management Workload Reporting and Productivity System (T-WRAPs), RCS: HAF-LGT(M)8001, and other reports that have proper licenses (RCS controlled). Consults USCINCPACINST 5840.3E for specific formats and Pacific theater submission requirements.

2.3.14. Identifies to the maintenance flight chief MCIs for airframe and engine inspections, including engine components that are packaged in the base aircraft maintenance shops.

2.3.15. Ensures that assigned MCIs are trained and qualified to inspect airframes.

2.3.16. Ensures that all departing aircraft contain no concealed drugs or other contraband.

2.4. Chief, Security Police Operations, Headquarters Pacific Air Forces (HQ PACAF/SPO):

2.4.1. Acts as functional manager for PACAF security police units and provides all necessary administrative support to ensure compliance with the Military Customs Program.

2.4.2. Coordinates with PACAF/LGT on all security police matters affecting the Military Customs Program.

2.5. Base Chief of Security Police:

2.5.1. Ensures that their MCIs get full training and qualify to perform passenger and baggage inspections.

2.5.2. Ensures that MCIs are available to conduct any required inspections of passengers and baggage at passenger terminals on their installations.

2.5.3. Ensures that the Military Customs Inspection Program uses drug detection dogs to carry out inspections. However, do not use dogs to inspect hand-carried baggage, other carry-on items, or to inspect checked baggage in the presence of owners or other passengers.

2.5.4. Inspects mail daily. ***Note: Mail does not fall under the purview of the MCIP, except when it is enters the DTS as cargo.***

2.5.5. Coordinates with the Office of Special Investigations regarding suspected smuggling violations.

2.5.6. Provides required customs program work load data to the base customs program manager.

2.5.7. Provides the local customs office of primary responsibility (OPR) (transportation) with FOR OFFICIAL USE ONLY correspondence identifying "high risk personnel" as defined in **Attachment 1**. The base chief may use the monthly roster of departing personnel for this purpose, but must notify the OPR under separate cover.

2.5.8. Arranges for control and security of air terminal amnesty boxes.

2.6. Services Squadron:

2.6.1. Maintains accredited flight kitchens to ensure that in-flight meals for crew members and passengers meet United States Department of Agriculture (USDA) criteria.

2.6.2. Investigates and resolves USDA reports of violation against PACOM originating aircraft.

2.7. Air Force Office of Special Investigations (AFOSI):

2.7.1. Focal point for collecting and disseminating information on people identified as drug traffickers or users, except as prohibited by Public Law 92-255 (21 U.S.C. 1175). AFOSI agents:

2.7.2. Investigates drug trafficking.

2.7.3. Informs the chief of security police of suspected drug abuse and trafficking.

2.7.4. Informs base MCIP functional managers about drug traffickers' smuggling techniques.

2.7.5. Assesses the drug threat for the base.

2.7.6. Provides transportation "for official use only" correspondence identifying "high-risk personnel," as defined in **Attachment 1**. AFOSI may use the monthly roster of departing personnel for this purpose, but they must notify the OPR under separate cover.

2.8. Maintenance Flight Chief:

2.8.1. Assists TMO with arranging for drug-detection dogs to examine airframes whenever dogs are available, and as ground time allows.

2.8.2. Assists TMO with developing checklists to aid MCIs in completing airframe inspections.

2.8.3. Ensures that the flight line and maintenance MCIs are designated and available solely to process high priority door-to-door shipments. The maintenance support unit may receive a customs stamp and must comply with inspection procedures in **Chapter 4**.

2.9. Chief of Supply:

2.9.1. Ensures that fuels branch MCIs are available to periodically inspect refueling equipment for drugs and contraband. Arriving aircraft may carry hidden packages being transferred to the refuelers.

2.9.2. Ensures that MCIs are available to periodically inspect war reserve material (WRM) stock for drugs and contraband, especially when aircraft return WRM from deployments.

2.9.3. Ensures that qualified MCIs provide customs workload data to the base customs program manager.

2.10. Medical Commander:

2.10.1. Ensures that an MCI clears properly all patients, passengers, crew, and baggage moving on aeromedical evacuation flights.

2.10.2. Conducts body cavity searches when the security police, AFOSI, and SJA requests such examinations.

2.11. Operations Group Commander. Ensures that crews fully understands customs and border clearance requirements; and provides periodic awareness training. Crews assists MCIs perform customs and border clearance duties.

2.12. Staff Judge Advocate. Provides legal counsel and advice on the lawful search of personnel and their property. SJAs also provide legal interpretations of customs laws and governing directives.

2.13. Chief of Personnel. Gives a monthly departure listing to the base customs program manager at least 30 days before the member, dependent, or employee departure month.

2.14. Aerial Port Commander or Air Terminal Operator:

2.14.1. Arranges transport, to their country of origin, for travelers arriving on DoD-owned and -controlled aircraft when they are denied entry by border clearance authorities.

2.14.2. Imposes a quarantine if contagious disease epidemic spreads through the command as a result of aircraft movements.

2.14.3. Posts signs in the passenger terminal alerting travelers that it is illegal to transfer, use, or possess narcotics, drugs, ammunition, and explosive devices aboard DoD aircraft, that also states all passengers and baggage may be inspected.

2.14.4. Maintains an adequate stock of Customs Form (CF) 6059B, **Customs Declaration**, and DD Form 1854, **U.S. Customs Accompanied Baggage Declaration**, in the passenger terminal.

2.14.5. Provides adequate work area and office space for the security police performing customs and border clearance duties in the terminal.

2.14.6. Provides adequate sterile areas for passengers, baggage, and cargo.

2.14.7. Arranges periodic drug detection dog visits to baggage and cargo processing and holding areas.

2.15. Chief of Munitions. Arranges inspections for all munitions shipments moving from overseas locations to the CTUS when the units prepare the containers for shipment. The chief of munitions ensures that MCIs:

- Have knowledge and training in handling hazardous munitions commodities.
- Receive customs stamps.
- Comply with the cargo inspection procedures described in **Chapter 4**.

2.16. Mortuary Affairs Officer. Ensures that MCIs perform customs inspections on all human remains shipments. Ensures that the remains are secure so that their shipping containers cannot be used to smuggle contraband. The mortuary affairs officer may receive a customs stamp, and must comply with the inspection and certification procedures in **Chapter 4**.

2.17. Military Customs Inspector. Inspects and examines DoD personnel, accompanied and unaccompanied baggage, personal property shipments, cargo shipments, aircraft, patients, and human remains returning from overseas to the CTUS. Instruct newly assigned MCIs. Bases select, train, and appoint them under DoD 5030.49-R, *Customs Inspection*.

2.17.1. MCIs record every dog-assisted inspection on AF Form 53, **Security Police Desk Blotter**, or a locally produced form, and retain the record for the appropriate retention period.

2.17.2. They arrange for or conduct dog team inspections behind the scenes out of sight of passengers and crews.

2.17.3. They provide workload data to the program manager as the local program requires.

Chapter 3

ADMINISTRATIVE PROCEDURES

3.1. Requirement For Military Customs Inspectors (MCI). All units and activities that prepare cargo for movement on military or commercial transportation systems must perform border clearance inspections and certify that shipments contain no contraband or prohibited items. The base trains a sufficient number of MCIs to inspect their known or anticipated requirements.

3.2. Qualifications:

3.2.1. Rank and Grade Criteria. Air Force personnel must meet one of the criteria below for appointment to MCI duties:

- Commissioned officer
- Enlisted member with the grade E-4 or higher
- DoD civilian with the grade of GS-5 or higher
- Enlisted security police, regardless of grade

3.2.2. Grade Waivers. The sub-unified command or USCINCPAC representative military customs staff coordinator having program oversight responsibility may approve grade waivers for personnel below the grade of E-4 and for other DoD civilians on a case-by-case basis.

3.2.3. Information Required. Requests for grade waivers identify the individuals by name, grade, organization, DEROS, date of formal customs training, dates of on-the-job customs training, and identify the area of MCI duties (cargo, passengers, airframe, etc.). Provide justification for granting the waiver.

3.2.4. Fitness to Perform MCI Duty. The military customs program manager carefully evaluates personnel with unfavorable information files (UIF) to determine their fitness to perform as MCIs.

3.2.5. Time Limits for MCI Duties. The sub-unified command military customs staff coordinator or USCINCPAC representative may establish specific tenures for personnel performing customs duties when unique circumstances dictate.

- In Guam, Japan, and Korea, MCIs should have at least 3 months of their normal tour remaining. MCIs who are not traffic management or security police personnel, by Air Force specialty code (AFSC), normally do not serve more than 24 consecutive months.
- Exceptions may be granted by the appropriate sub-unified command or CINCPACREP military customs coordinator.

3.3. Training. The sub-unified commander military customs staff coordinator or USCINCPAC representative develops and coordinates MCI training courses on an regional, interservice basis. Component commands, FIS advisors, and host nation officials assist in course development. Commanders conduct training courses with sufficient frequency to ensure that sufficient MCIs are available to maintain accredited programs.

3.3.1. Formal Classroom Training. Training courses familiarize the candidates with the overall Military Customs Program. Units pay temporary duty (TDY) costs for their candidates to attend for-

mal classroom instruction away from their base. Instructors use hands-on training to supplement formal training and provide specific duty (air terminal, personal property, cargo, and etc.) training.

3.3.2. Course content. Classroom training must include but is not limited to these areas of instruction:

- Customs and agricultural orientation.
- Border clearance forms, with specific instructions on how to complete them. Include host nation forms.
- Exemptions and the various personal exemptions for differing categories of travelers.
- The art of inspecting, discussing and demonstrating various methods of inspecting or examining personnel, luggage (accompanied cabin and checked baggage), cargo, aircraft, etc.
- Restricted and prohibited articles, including a current listing of them.
- Customs facilitation and enforcement, discuss the importance of facilitating the DoD entry into the CTUS, enforcement by FIS agencies, and the MCI role.
- Smuggling and detection techniques.
- Host-nation customs, immigration, and agricultural requirements, when necessary.
- Local area drug smuggling threats, including briefings by law enforcement and investigative agency familiar with the local area.
- Agriculture quarantine requirements for entry into the United States. Discuss items carried by the traveler. Discuss how the in-flight kitchens prepare and dispose of meals to comply with all US regulations.

3.3.3. MCI Training in Korea. The unified command military customs staff coordinator, US Forces Korea, (USFK/DJ-T-PPC) develops and conducts the USFK military customs course. Request course allocations from USFK/DJ-T-PPC.

- Conduct training locally to satisfy urgent requirements. The instructors for local classes must have attended the USFK Military Customs Course. Local training must include at least 8 hours of classroom instruction, followed by at least 16 hours supervised on-the-job training.
- Give MCIs a minimum of one hour of local refresher training each quarter. Program managers maintain records and lesson plans for one year after class completion.

3.3.4. MCI Training in Japan. MCIs assigned to Japan complete a two-phased training program. Phase I is classroom instruction on mandatory core subjects. Phase II is at least 30 days on-the-job-training (OJT). MCIs take program classes in these designated regional areas:

- Kanto Plains: Various locations or at any post, camp, base, or station where eight or more students need training.
- Okinawa Prefecture: Kadena AB or Marine Corps Base (MCB) Smedley D. Butler.
- Northern Japan: Misawa AB.

3.3.5. MCI Training on Guam. The US Commander in Chief Pacific Representative (USCINPA-CRep), Guam, coordinates MCI training. Instructors from either Andersen AFB or USCINCPAC Rep Guam, normally conducts training on Andersen AFB.

3.4. Appointments. The sub-unified command military customs staff coordinate or USCINCPACRep oversee MCI appointments within their respective areas of responsibility.

3.4.1. In Korea, MCI candidates graduating from the USFK customs course receive training certificates from the commander, USFK. Wing commanders appoint USFK or locally trained MCIs when the base chief of transportation requests their appointment.

3.4.2. In Japan, the base Military Customs Program manager requests US Customs Service (USCS) training certificates for MCIs completing training conducted by Commander, US Forces Japan (USFJ/J43), Yokota AB, Japan. Wing commanders appoint MCIs when the base chief of transportation requests their appointment.

3.4.3. In Guam, wing commanders appoint all MCIs who complete the USCINCPACRep Guam military customs course..

3.5. Controlling and Issuing Military Customs Stamps. The base customs program manager controls customs stamps.

3.5.1. The program manager issues customs stamps to base activities in these quantities when the unit commander requests stamps:

- Four to traffic management
- Four to security police
- Two to munitions
- One stamp to mortuary affairs
- One stamp to each squadron flightline aircraft maintenance activity, and one for each maintenance squadron shop that ships parts to depots, to ensure expeditious processing of high priority door-to-door shipments.
- Other units that process cargo directly into the DTS may request stamps from the program manager, may issue no more than two stamps each to these organizations.

3.5.2. The base customs program manager briefs thoroughly all personnel who use customs stamps on the control provisions of this instruction and USCINCPACINST 5840.3E. The program manager also maintains on file the statement signed by each MCI to document their knowledge, understanding, and intent to comply with these provisions.

3.5.3. Personnel who process mobility, deployment, or redeployment cargo do not need customs stamps.

3.5.4. Report lost or stolen customs stamps to the base program manager, who then within 24 hours of discovery of the discrepancy, reports by electrical message to USCINCPAC/J43, HQ PACAF/LGT/SPO, and the sub-unified command or USCINCPACRep. Include details of the loss or theft and results of ongoing investigations. Send information reports to HQ USAF/LGTT, HQDA/DALO-TSP, and the USCS, Inspection and Control (I&C) Division, 1301 Constitution Avenue, Northwest, Washington, DC 20229.

- Appropriate military law enforcement agency investigates the case.
- Program manager makes every effort to prevent unauthorized use of lost or stolen stamps.

Chapter 4

INSPECTION PROCEDURES

4.1. Inspecting Personal Property Shipments. Inspect these shipments in accordance with DoD 5030.49-R, chapter 8.

4.1.1. Selective Enforcement Program (SEP). The theater may approve a selective enforcement program for personal property inspection requirements. MCIs use a random number generator and selected digits of the sponsor's social security number (SSN) to identify shipments for selective inspections. Other shipments are normally not inspected, except for a low percent (1-10) to ensure program integrity. Program managers change the random number and SSN digit daily to ensure program integrity.

4.1.2. Risk Assessment. The following activities jointly conduct risk assessments to identify potential "high risk" shippers. The following base activities and agencies review information in their files. When an activity has reason to believe that a shipper may engage in activities that can result in the member using the DTS to transport illegal items in their personal property shipment, the activity head contacts the TMO who seeks advice from the base agencies. When the group determines that a member is high risk, inspect or examine the shipments accordingly.

- Military and civilian personnel offices
- Traffic management office
- Staff judge advocate
- Security police
- AFOSI
- Unit commander

4.1.3. Personnel offices provide traffic management a roster of departing members and employees at least 30 days before their DEROS month. The roster contains Privacy Act information that is handled as "for official use only" at all times.

4.1.4. Installation activities make risk assessments based on advice from the SJA after obtaining some of the following information on members, employees, or dependents:

- Record of criminal conduct, alcohol abuse, writing bad checks, non judicial actions, etc.
- Evidence of drug abuse or black marketing.
- Host nation tax violations, indebtedness, delinquent loan payments, etc.
- Appearance of the household living well above the expected standard.
- History of leaves/passes to places where contraband and drugs are easily obtainable.
- Separation from the services with a less-than-honorable discharge.

4.1.5. Shipments of members designated "high-risk" warrant a 100 percent examination. MCIs inspecting these shipments:

- Remain at the pack-out for its duration.
- Physically view each item the member packs and closely examine such items that could conceal drugs or contraband.

- May request the member to open prepackaged items for inspection.
- Must not discuss the member's risk determination.

4.1.6. MCIs may examine up to 10 percent of all "low-risk" shipments to ensure the credibility of an installation's risk assessment program. Use the same criteria as for the established selective enforcement program.

4.1.7. MCIs must be present when high risk members pack out. If the MCI discovers illicit drugs, agricultural products, or other contraband among a member's personal belongings or suspects that a shipment might contain any such items, the inspector must notify the base customs program manager.

- The base customs program manager reports all positive finding cases through channels to HACAF/LGT/SPO.

4.1.8. MCIs must stay at the pack-out location until the movers properly seal all boxes, taking precautions to ensure that individuals cannot easily introduce narcotics and other contraband into a container or item after the examination and packing. When the MCI has a valid reason to believe the shipment needs to be reexamined by US customs officials, the inspector draws a diagonal red line on the front of DD Form 1252, **US. Customs Declaration for Personal Property Shipments (Part I)** or DD Form 1252-1 **U.S. Customs Declaration for Personal Property (Part II)**, and DD Form 1253, **Military Customs Inspection, (Label)** or DD Form 1253-1, **Military Customs Inspection (Tag)**, and includes an explanation under "remarks" in section B, of the declaration, form, label, or tag. The MCI may at no time give the certified form to the packers before the conclusion of the pack-out.

- Do not use DD Form 1252 for TMO-identified shipments not entitled to duty free-entry into CTUS. On DD Form 1253 or 1253-1, write: "Shipment requires US customs inspection."

4.1.9. Traffic management ensures that MCIs follow prescribed procedures in federal packing specifications, armed forces procurement regulations (ASPR), and DoD 4500.34-R, *Personal Property Traffic Management Regulation*, October 1991 , appendix A (which governs personal property).

4.1.10. Carrier personnel seal cartons and load them into type II household goods or other shipping containers in a manner that ensures a contraband-free condition. Shipments must be free of contamination from soil, animals (live insects, snails, reptiles, etc.), plant materials, or other biological and agricultural items listed in AFI 48-104, *Quarantine Regulations of the Armed Forces*, that might harbor pests.

4.1.11. Store inspected shipments in a sterile area. Personal property inspectors inspect carrier facilities frequently, on an unscheduled basis, to ensure that such shipments remain sterile.

4.2. Inspecting Passengers and Baggage. Inspect passengers and baggage in accordance with USCINCPACINST 5840.3E. MCIs must at the minimum conduct inspections in accordance with DoD 5030.49-R. Sub-unified command and USCINCPAC representative military customs staff coordinators decide when and how extensively to conduct inspections. Inspectors normally examine individuals only whom they have reason to believe may be concealing contraband.

4.2.1. MCIs and passenger service personnel brief passengers and crew on what items individuals must not remove from the aircraft when members enter the CTUS.

4.2.2. CTUS-bound passengers and crew members complete CF 6059B or DD Form 1854 by making entries on the forms in the specified blocks. Obtain the declaration forms at passenger terminals or

during the flight. Passengers cannot get their customs declarations certified by a customs inspector before the inspection is performed.

- MCIs redline questionable customs declarations and write an explanatory statement on the declaration. Do not use redlining to identify travelers for customs duties collection by the USCS.
- Place amnesty boxes in passenger terminals (DoD 5030.49-R). Tell passengers before they undergo inspection that they may anonymously put any unauthorized goods in the amnesty box. Post signs to show the purpose and location of the boxes. Security police, with explosive ordnance disposal (EOD) personnel assistance, maintains and empties the box periodically.

4.2.3. MCIs inspect personnel by making a visual check and asking passengers whether they are transporting prohibited or restricted articles, or other contraband. Do not use drug detection dogs to inspect passengers and crew. Avoid the appearance of harassment. Conduct examinations, which are more thorough and intense than inspections, only when there is sufficient reasonable cause, and out of public view to preserve the dignity and privacy of the individual.

4.2.4. MCIs inspect baggage in accordance with DoD 5030.49-R, chapter 4, and may examine up to 10 percent of a flight's checked and hand-carried baggage, using this random selection method:

- Select a single-digit number each day and examine passengers whose SSN has the last digit.
- If something compromises the number's security, select another number immediately.
- Use one number only at a time.
- Question selected passengers about potential customs or agricultural quarantine violations.
- Check travelers' customs declarations for accuracy and completeness.
- Briefly open bags and examine their contents bags to verify they contain no contraband.
Note: Do not dump bags.
- Decide the extent of MCI action based on risk category, declaration, and behavior.

4.2.5. All passenger terminal managers must post a sign, in clear view, that states: "Military customs personnel have the authority to examine any baggage that travelers check in or carry through this terminal." Customs officials conduct a random inspection program in accordance with military customs inspection policy (USCINCPACINST 5840.3E).

4.2.6. MCIs permit passengers not randomly selected, not identified as high risk, nor otherwise designated for inspections to go directly to the sterile area or to board the aircraft. MCIs then:

- Inspect all checked baggage before loading cargo on the aircraft. Use drug detection dogs, out of view of travelers and crew, to inspect all baggage before loading.
- Conduct personal examinations of hand-carried baggage at aerial ports that don't have operational fluoroscope.

4.2.7. MCIs inspect civilian passengers, including dependents and contract flight crews, the same as military personnel. Inspectors may not take action to force civilians to submit to an inspection.

- MCIs may recommend that family members and civilians who refuse to undergo inspection or examination be denied access to DoD-owned or -controlled aircraft. When these individuals use other means of travel to the CTUS, the base program manager may notify FIS representa-

tives, at the destined US port of entry, that the traveler did not undergo inspection in the overseas area.

- When replacement crews are not available for Air Mobility Command (AMC) contract carrier crews who refuse to submit to inspection, do not deny them access to their assigned aircraft. Contact the base customs program manager for a decision on how to proceed. When base officials can not resolve the dispute, launch the mission, and notify these activities electronically:

HQ AMC/DONP, Scott AFB, Illinois

15th Air Force and local AMC contracting officer

Base aerial port commander and chief of security police

HQ USAF/LGTT

HQ PACAF/LGT/SPO

The USCS at first port of entry

4.2.8. Pre inspected passengers may not have access to their stowed baggage until they arrive at the CTUS port of entry. If an emergency arises and a passenger must have their stowed baggage, the MCI must reinspect the baggage. Inspect passengers and their hand-carried baggage as they are undergoing processing for boarding.

4.2.9. MCIs or passenger service representatives escort passengers and crew who disembark at an en route stop to a sterile area or reprocess them as originating passengers before they reboard. The processing activity re-stamps their original customs declaration (DD Form 1854 or CF6059B).

4.2.10. Customs officials, MCIs, or base operations personnel at the CTUS port of entry collect individual customs declarations (DD Form 1854 or CF 6059B) from arriving passengers and crew. Air Force personnel collecting the forms send them to the local US Customs Office.

4.3. Inspecting Foodstuffs:

4.3.1. MCIs ensure that all food and food preparation on board the aircraft meet USDA requirements.

4.3.2. Flight kitchens and caterers use meats and produce of US origin for passenger and crew meals on precleared flights, unless other sources are approved by USDA.

4.3.3. US Government (military) kitchens or other approved sources handle catering for precleared flights.

4.3.4. MCIs must not grant waivers to these regulations without obtaining the written approval of USDA/APHIS.

4.3.5. Foods of foreign origin found in a flight kitchen during an accreditation visits may adversely affect the facility's future accreditation.

4.4. Inspecting Aircraft. Inspect all DoD-owned or -controlled aircraft traveling to the CTUS. Airframe-qualified MCIs inspect the aircraft and its equipment by following these procedures.

- Inspect areas likely to be used for concealing contraband or illegal drugs. **Note: Do not routinely remove stress panels or numerous fasteners.**
- Use current inspection procedures to detect unauthorized items.

- Develop aircraft inspection checklists for assigned aircraft.
- Inspect, periodically, CTUS-bound cargo with a dog team.
- Place inspected aircraft in a controlled area that requires an escort for entry.

4.4.1. Tactical Mission Requirements. These may preclude performing predeparture inspections. Record each exception by identifying the approval authority, who must be a commissioned officer and who is not a member of the air crew, and the circumstances necessitating the approval.

4.4.2. Government of Guam Customs and Agriculture Officials. These officials clear arriving aircraft, cargo, and passengers at Guam terminals.. Aircraft must remain secure before clearance. Air crew must not open windows or doors until Guam officials instruct them to do so. Violations of these procedures may embarrass the US Government, and may also result in punitive fines by the Government of Guam.

- MCIs conduct MCIP aircraft departure inspections and Guam performs arrival inspections.

4.5. Inspecting Cargo:

4.5.1. Traffic Management, Supply, or Flightline Aircraft Maintenance Personnel. These personnel who package and seal cargo:

- Inspect items for agricultural pests, contraband, and drugs at the time of packaging.
- The MCI stamps and signs a file copy, plus one packing list copy of shipping documents.

4.5.2. Cargo Packaged and Sealed by the Using Organization:

- The unit that packages cargo certifies that the shipments contain no agricultural pests, contraband, or drugs at the time of packaging.
- The unit MCI inspects the shipment and stamps and signs the shipping documents.
- If the unit does not have an MCI with a stamp, another MCI inspects the cargo during packaging, signs the shipping documents and states on the form: "At time of packaging, this shipment contained no agricultural pests, contraband, or drugs." Deliver the shipment to the TMO for cargo processing.

4.5.3. Cargo Delivered to the TMO in a Sealed Condition. TMO personnel inspect all sealed cargo for signs of tampering. When the shipping documents bear the unit MCI certification, imprint the military customs stamp on all documentation to certify the inspection .

4.5.4. Cargo Packaged for Intratheater Movement. Freight shipments, intratheater mobility cargo, and equipment do not require customs inspections at the departure and origin station. At en route stops or at destinations outside the country of origin, customs officials may conduct inspections to meet SOFA, agreed-to, or other country-to-country requirements.

- Comply with sub-unified commander or CINCPACREP directives.
- Inspect cargo on flights from high-risk areas (for example, Thailand) at the first landing in another country within PACOM. Shipments destined for the CTUS, or as directed otherwise, must undergo the same scrutiny as required in this instruction.

4.6. Maintaining Sterile Cargo Areas:

4.6.1. Sterile areas are set apart to prevent co-mingling of cleared and uncleared items in packaging, cargo holding, and cargo processing areas within TMO, air terminals, or other places where MCI-inspected cargo is secured.

4.6.2. After the MCI inspects and certifies shipments, place the cargo in a sterile area to prevent contraband from getting into it. When personnel compromise sterile areas, MCIs must reinspect the cargo before shipping it to the CTUS.

4.6.3. Use drug detection dogs:

- To periodically inspect freight packaging and cargo holding areas to ensure that shipments in process remain sterile.
- To inspect cargo and personal property shipments entering the DTS.
- To inspect DoD-owned and -controlled aircraft destined for the CTUS.
- At aircraft en route stops outside the country of flight origin when such inspections are required by SOFA or other country-to-country agreements.
- To inspect entering cargo from high drug threat areas.

Chapter 5

FOREIGN COUNTRY CUSTOMS CLEARANCE

5.1. Foreign Clearance. Foreign clearance, involving customs and border clearance, is a requirement of each nation state. Blanket exemptions are not afforded DoD member, employees, and dependents; therefore, members must comply with country customs clearance. For travel and shipment information, DoD members, employees, and accompanying family members must be given information continually on customs and border clearance laws and regulations for the countries to which they travel, ship government or personal property, or traverse.

5.2. Foreign Laws and Regulations. Each foreign country within PACOM has its own laws and regulations covering imports of US-Government property, personal property, privately-owned vehicles, firearms and ammunition, and pets. Comply strictly with the appropriate SOFA and nation-to-nation agreements, personal property directives, and the DoD Foreign Clearance Guide to ensure that personnel and cargo passes smoothly and efficiently through host country's border clearance and customs processes.

5.3. Importing Cargo into Japan and Republic of Korea (ROK). You may use SF 1103, **US Government Bills of Lading (GBL)**; SF 1203, **Personal Property Bills of Lading**; or commercial papers to ship materials, supplies, and equipment for use of US armed forces into Japan and ROK. Appropriate officials must certify host country customs documents on these shipments to facilitate its entry into the countries, and to expedite cargo customs clearance.

5.4. Executing Foreign Country Entry and Requirements. TMO or other designated officials execute foreign country border clearance and customs entry procedures for Government and Government-sponsored shipments and entry in accordance with the appropriate sub-unified command or CINCPACREP directives. Travelers and property owners prepare individual declarations for their entry into and exit from PACOM countries.

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DCS/Logistics

Attachment 1

GLOSSARY OF REFERENCES AND TERMS

References

DoD 4500.34-R, *Personal Property Traffic Management Regulation*

DoD 5030.49-R, *Customs Inspection*, 27 May 1977, with change 1

Status of Forces Agreements (SOFA)

AFPD 24-4, *Customs and Border Clearance*

AFI 48-104, *Quarantine Regulations of the Armed Forces*

AFM 75-610, *MAJCOM Traffic Management Workload Reporting and Productivity System (M T-WRAPs)*, June 1992

USCINCPACINST 5840.3E, *Military Customs Inspection Within the USPACOM*, October 1991

USCINCPAC REP GUAM/CNMI/FSM/ROP//COMNAVMARIANAS Joint Instruction 5840.1B, *Military Customs Inspection (MCI) Program*, 28 December 1989

USFJ Policy Letter 11-15, *DoD Customs Program*, 1 January 1987

USFK Regulation 55-72, *Customs Clearance of UNC and USFK Imports and Exports*, 11 February 1983.

USFK Regulation 55-73, *US Forces Korea Military Customs Inspection Program*, 3 April 1990.

Terms

Accreditation—Approval or acceptance of a military customs program at a specific overseas location. Programs receive accreditation based on periodic evaluations by the assigned US Federal Inspection Service (FIS) advisor and the sub-unified command/CINCPACREP military customs staff coordinator.

Advisor—A member of FIS (USCS, USDA/APHIS, INS, OR USPHS) who advises the subunified command CINCPACREP military customs staff coordinator. Provides information, assists in MCI training, and advises command staff officials on military customs inspection programs.

Air Mobility Command (AMC)—The single manager operating agency for airlift.

Amnesty Box—A lockable container built to specific police requirements and placed near passenger processing areas so travelers may surrender contraband or controlled items before they report to terminal representatives for transportation processing.

Border Clearance—The documented process of satisfying the laws and regulations of the US federal agencies and other nations regarding customs, public health, immigrations, agriculture, and environmental protection.

Carrier—Any individual, company, or corporation engaged in transporting passengers or cargo for remuneration.

Category B Flight—Full planeload charter to AMC carrying passengers between gateways.

Contraband—All material, goods, plant and animal products, pests, and articles prohibited from entering the United States, including controlled substances and restricted items when the items do not meet the

conditions for the restriction. For a complete list of contraband, consult Title 21, U.S.C. Section 812.

Controlled Substance—Drugs, narcotics, and other restricted or prohibited items, made available by medical prescription, or some other legitimate process, as specified in 21 U.S.C. 812.

Customs Territory of the United States (CTUS)—The 50 states, the District of Columbia, and Puerto Rico. CTUS does not include American Samoa, Guam, Johnston Island, Midway Island, and Wake Island.

Defense Transportation System—The system consists of Military Traffic Management Command (MTMC) or other military-controlled terminal facilities, AMC airlift, Military Sealift Command (MSC), and US Government-owned or-controlled air and land, and water transportation.

DEROS—Date and month that members rotate upon completion of their tour from overseas assignments.

Door-to-Door Shipments—Items of supply moving as cargo shipments between flight line maintenance activities and depots in high speed transportation.

Examination—The process of scrutinizing personal property and cargo, including opening baggage, cartons, and containers and partially disassembling items, as required to determine the contents. Examination of travelers focuses on the physical search for contraband.

Federal Inspection Services (FIS) Advisor—A member of the USCS, USDA, INS, or Public Health Service (USPHS) who advises the sub unified command military customs staff coordinator on customs and border clearance laws and regulation. Provides information, assists in conducting MCI training, and advises the installation /base military senior leadership on the execution of the MCIP.

HQ PACAF/LGT/SPO—Pacific Air Force Headquarters, Chief of Transportation and Chief of Security Police Operations.

High-Risk Personnel—Within the context of the MCIP, individuals identified by security police, AFOSI, or staff judge advocate as probable shippers of contraband or other unauthorized material.

Inspection—The detailed observation of personal property and cargo noting their markings and outer characteristics. The inspection of travelers focuses on observation or verbal questioning to determine the potential for violations.

MCIP—A program to make sure that entry laws and regulations of the US and foreign governments are complied with; to prevent smuggling of narcotics, dangerous drugs, and other contraband; and to perform customs and antismuggling inspections according to DoD 5030.49R.

Military Customs Inspections—*See the definitions for the two types of inspection procedures: inspections and examinations.*

Military Customs Inspector (MCI)—Those commissioned officers, enlisted personnel, and DoD civilians who have been appointed by proper authority to perform military customs inspector duties and have satisfactorily completed a US customs-approved training course.

Military Customs Staff Coordinator—A member of a subordinate united command (US Forces Japan (USFJ), US Forces Korea (USFK), or a USCINCPACRep, etc.) staff who advises the overseas commanders on customs and border clearance matters, develops local policy and programs, establishes local training programs, conducts host nation liaison, and monitors program effectiveness. The staff coordinator serves as the point of contact for US FIS advisors and assists in the periodic review of accredited programs.

Military Impedimenta—Equipment a unit owns and controls, normally moving with the unit for use in exercise or contingency operations.

Port of Entry—Any place where assigned customs and agriculture officers enforce the laws regarding entry of personnel and goods into the country. Customs officials normally collect import duties at these locations.

Retail Value—Actual price paid for an item or the estimated cost in the country of origin or place of purchase expressed in US dollars.

Sterile Area—An enclosed or protected area where customs officials keep travelers, baggage, or cargo to prevent contact with unauthorized personnel, plants, animals, or pests from the time of inspection until loading for transport.

Subordinate Unified Commands (Sub Unified Commands)—Pacific area joint intermediate commands in Japan, Korea, e.g., US Forces Japan and US Forces Korea., and other named areas.

USDA/APHIS—US Department of Agriculture, Animal and Plant Health Inspection Service.

USFJ—US Forces Japan.

USFJ/J43—Customs program executive agent for US Forces Japan.

USFK—US Forces Korea.

WRM—War reserve material.